

Maryland Army National Guard

FIELD GRADE POSITION VACANCY ANNOUNCEMENT

OPENING DATE 15 August 2014 CLOSING DATE 30 August 2014 BOARD DATE TBD

POSITION TITLE: S1 - Administrative Officer PARA/LIN: 001B / 01 AOC/SSI/FA/MOS: 01A00

HIGHEST GRADE AUTHORIZED: Major (O4) BRANCH: Immaterial

ORGANIZATION & LOCATION: HQ, 70th REG RTI (LDR)
BLDG E4222
Edgewood Area
Aberdeen Proving Grounds, Maryland 21010-5401

WHO MAY APPLY: Open to all Traditional Officers of the Maryland Army National Guard in the ranks of MAJ and CPT eligible for promotion immediately upon selection who meet the eligibility criteria.

DESCRIPTION OF DUTIES: Works with the Commander and S3 Officer as the principal staff officer responsible for personnel management and administration to include personnel actions, HR/EO/EEO, family support, religious activities, medical planning and Line of Duty actions. Plans, organizes and assigns work to subordinates in order to meet deadlines and priorities. Reviews work for adherence to procedures and standard practices. Conducts continuing review of command activities and programs toward the desired readiness status. Recommends to the Regimental Commander administrative policy and procedures or changes thereto and develops detailed instructions for implementation by staff sections, technicians and subordinate units. Performs other duties as assigned.

REQUIRED QUALIFICATIONS: Applicant shall be in the grade of MAJ or CPT and be immediately promotable upon assignment to this position. Applicant must have completed Captains Career Course commensurate with their branch. Applicant must not have any flagging actions that would prevent them from applying. Must meet the physical requirements of AR 350-15, AR 600-9 and AR 40-501.

SPECIAL INFORMATION

Position is not gender restricted. Assignment limitations of NGR 600-100.

APPLICATION PROCEDURES

Forward the documents listed below to:

70th Regiment (LDR)
ATTN: SFC Daryl Cheatham
BLDG 4222
Edgewood Area
Aberdeen Proving Grounds, Maryland 21010-5401

1. Military Resume (Biographical Summary) in accordance with format in Appendix H NGR 600-100 (Officer applicants only).
2. Three most current available OERs/NCOERs.
3. Current ORB/ERB
4. Personnel Qualifications Record (PQR) printed from UPS.
5. DA Form 705 (APFT Scorecard) within 12 months of the board date. A physical profile may be submitted in lieu of APFT record.
6. Height-Weight Statements within 6 months of the board date. DA Form 5500-R/5501-R must be included if soldier exceeds authorized screening table weight of AR 600-9.
7. Optional applicant memorandum to provide additional information to the president of the selection board not contained in the above listed documents.

All applications will be screened without regard to ethnicity, religion, gender or national origin. Selection will be made the basis of military education, skills and individual experience.

Questions concerning this position vacancy announcement should be directed to:
SFC Daryl Cheatham Commercial: (410)612-4151 / E-Mail: daryl.a.cheatham3.mil@mail.mil